



CORR - ASST DIR OF OFFENDER SERV

Characteristics of Work

This is professional work involving the coordination and the direction of daily operational activities of the Division of Offender Services within the Mississippi Department of Corrections(MDOC). The work includes supervising the caseloads of the Correctional Case Managers and the Correctional Case Management Supervisors; maintaining the psychological treatment schedule; investigating problem areas within the division; and acting as liaison between the case management and psychological staffs. The incumbent serves as division director in the Director's absence. Supervision is exercised over lower levels of classifications. General supervision is received from the CORR-Director of Offender Services.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Assigns the caseloads and monitors the work of the Correctional-Case Management Supervisors and the Correctional-Case Managers.

Maintains the psychological treatment schedule for offenders undergoing psychotherapy and individual and group counseling.

Serves as liaison between the case management and psychological staffs.

Supervises the ordering and inventory control of supplies, materials, and equipment.

Investigates problem areas within the division and presents recommendations to the division's director.

Serves as liaison between the programs in the Division of Offender Services and other Mississippi Department of Corrections programs.

Drafts and finalizes correspondence pertaining to the activities of the Division of Offender Services.

Assigns, supervises, and monitors classification staff to ensure all inmates incarcerated are properly and appropriately classified during their incarceration.

Ensures inmates receive classification reviews in accordance with state statutes, policies, and procedures.

Monitors programs to ensure policy and criteria are met or that due process is given to the inmate.

Ensures classification changes are added or modified in the computer system.

Supervises staff in identifying errors in inmate's status and ensures that errors are corrected.

Performs related or similar duties as required or assigned.

Essential Functions

The essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

1. Performs Administrative Functions for MDOC.
2. Assists the Director of Classification in the implementation and direction of the Offender Classification Program.
3. Directly supervises the inmate disciplinary department, Judicial Reviews, House Arrest Program, Medical Release, inmate detainer evaluations, parole file preparation and releasing of inmates to discharge, parole, earned release, and shock probation, etc.
4. Retrieves data and performs maintenance in the offender information system.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination:

While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand and walk. The incumbent is occasionally required to stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

A Master's Degree from an accredited four-year college or university in criminal justice, criminology, psychology, public or business administration or a related field;

AND

Experience:

Four (4) years of experience in work related to the above-described duties, one(1) year of which must have included line or functional supervision;

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in criminal justice, criminology, psychology, public or business administration or a related field;

AND

Experience:

Five (5) years of experience in work related to the above-described duties, one (1) year of which must have included line or functional.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.